



## DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit System)

**Posting #AOC0602N06**  
**EXECUTIVE DIRECTOR**  
**CHILD DEATH, NEAR DEATH, STILLBIRTH COMMISSION (CDNDSBC)**

**Opening Date:** 06/15/06

**Closing Date:** 06/29/06

**A Vacancy Exists**

**Recruiting For:** **Child Death, Near Death, Stillbirth Commission (CDNDSBC)**  
Administrative Office of the Courts

**Salary:** \$47,102 - \$58,877 (Minimum - Midpoint) Pay Grade 17\*

**Location:** City of Wilmington (**Please check this city on your application**). Administrative Office of the Courts, 500 N. King Street, Suite 11600, Wilmington, DE 19801 SLC N210B

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** The class incumbent serves at the pleasure of the Child Death, Near Death, and Stillbirth Commission. Work involves developing and implementing policies and procedures that support the goals and objectives of the Commission. This position requires State-wide travel.

**Nature and Scope:** The incumbent manages and facilitates Commission meetings and panel reviews and directs the daily operations of the Commission, including supervising staff who prepare cases for review and subpoena records and persons. The incumbent collects data, analyzes trends, and implements Commission recommendations through multi-disciplinary collaboration and legislative advocacy. Work includes representing Delaware at local, regional, and national meetings regarding work of the Commission. The incumbent functions under the broad direction of the Commission and within the scope of applicable state and federal laws governing child death, near death, and stillbirth reviews.

**Preferred Qualification:** Please address the preferred qualification separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualification will still be eligible to compete for this position if minimum qualifications are met.

- Master's degree in a social and/or behavioral science; other Master's degrees considered where candidate has experience in child welfare, pediatric nursing, or social services.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must have education, training, and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of “not qualified.”

1. Possession of a Bachelor’s degree in a social or behavioral science.
2. Experience in child welfare or social services case management and/or pediatric nursing.
3. Experience in developing policies and procedures.
4. Knowledge of the methods and techniques of statistical analysis for programmatic purposes.
5. Knowledge of the principles and practices of supervision.
6. Ability to communicate courteously and effectively, both verbally and in writing.

**Special Requirements:** Ability to obtain security clearance as issued by the State Bureau of Identification and ability to successfully complete a child protection registry check.

**Conditions of Employment:**

- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

**Submitting your Application:**

- Apply on-line at [www.delawarestatejobs.com/postings](http://www.delawarestatejobs.com/postings). (Your application will be routed automatically to the recruiting agency).
- Paper applications can be submitted to one of the following locations:

**ADMINISTRATIVE OFFICE OF THE COURTS**, 500 N. King Street, Suite 11600,  
Wilmington, DE 19801, SLC N210B Phone: (302) 255-0090 [www.judicial.state.de.us](http://www.judicial.state.de.us)

**HUMAN RESOURCE MANAGEMENT**

Haslet Armory, 1<sup>st</sup> Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458  
Fax: (302) 739-2327

Carvel State Office Building, 1<sup>st</sup> Floor, 820 North French Street, Wilmington, DE 19801 Phone:  
(302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947  
Phone: (302) 856-5966 Fax: (302) 856-5969

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes, or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The State of Delaware - An Equal Opportunity and Affirmative Action  
Employer**